17 February 1987

MEMORANDUM FOR: Deputy Director for Personnel Security
                    Deputy Director for Physical & Technical Security
                    Chief, Counterintelligence and Support Group
                    Chief, Investigations Group
                    Chief, Clearance Group
                    Chief, Technical Security Group
                    Chief, Physical Security Group
                    Chief, Engineering & Analysis Group
                    Chief, Executive Staff
                    Chief, Administrative Staff

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FROM: [ ]
                    Director of Security

SUBJECT: Role and Responsibilities of the Executive
                    Officer and Administrative Officer

1.   The Office of Security's Executive Officer and Administrative Officer are my principal staff focal points for matters that impact on policy, resources, and support requirements. I find that too often these focal points are ignored or at best brought on board after the fact. This gives the impression to the outside world that the Office speaks with many voices. This is unacceptable.

2.   The Executive Officer is my senior staff officer for all matters dealing with budgets and program planning, as well as security policy. The incumbent is charged with serving as my senior staff focal point for dealing with DDA/Management Staff and the Comptroller. Similar staff functions at the component levels are subordinate to these efforts. The Executive Officer can delegate as appropriate.

3.   The Administrative Officer is my senior staff officer for all matters dealing with administrative, finance and logistical support to the Office of Security. I consider similar efforts at the component level to be under the cognizance of the Administrative Officer and staff officers assigned to the components for such purposes to be under the supervision of the Administrative Officer. The Administrative Officer can delegate as appropriate.

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4. I realize that these are busy times in OS and much is going on in parallel, placing heavy demands on us to respond. The solution is not to create diverse office mechanisms for responding. To the contrary, the solution is to converge and clarify.

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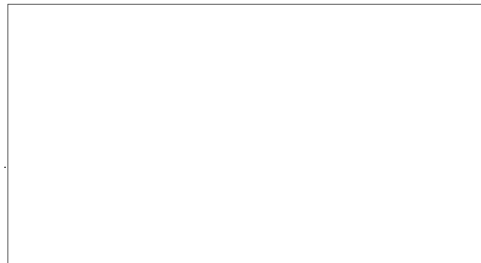
Distribution:
  1 - Each Addressee
  4 - OS Registry
  1 - D/Sec
  1 - OS Policy file

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